

**Washington State Community College
Board of Trustees Meeting
August 21, 2023, 4 p.m.
Health Room H108
Meeting Minutes**

Call to Order

Chairman David Vandenberg called the meeting to order at 4:01 p.m. in Room H108 of the main building. Lisa Walsh, Executive Assistant to the President, took roll call and meeting minutes. The following trustees were present: Mr. David Vandenberg, Mr. Tyler Wilcox, Ms. Jodey Altier, Ms. Lucinda Erickson, Ms. LeeAnn Johnson, and Ms. Susan Vessels.

Others in attendance included: Dr. Vicky Wood (President), Dr. Sarah Parker (VPAA), Mr. Gary Barber (VPOE), Mr. David Hermann (VPSA), Ms. Angie Lang (CFO), Dr. Heather Kincaid (Dean of Health Sciences), Mr. Tim Brunicardi (Director of Marketing), Ms. Reba Bartrug (Director of Financial Aid), Mr. Brandon Herb (Director of Facilities), Ms. Dustin Taylor (Registrar), Ms. Megan Hardway (Director of Foundation and Development), Dr. Jona Rinard, (Dean of Transfer Services), Ms. Jean Worstell (Human Resources Manager), and Kathy Temple-Miller (Dean of Student Success).

Agenda Approval/Changes

Chairman Vandenberg asked for any additions or corrections to the agenda. Trustee Wilcox moved to approve the agenda as presented, Trustee Johnson seconded, and the motion passed with a roll call vote.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Y
Ms. Erickson	Y	Mr. Wilcox	Y

The **August 21, 2023 agenda**, as presented, was approved as **Resolution R29-23**.

Approval of June 2023 Minutes

Chairman Vandenberg asked for additions or adjustments to the minutes of the July meeting. Trustee Altier moved to approve the minutes as presented, Trustee Erickson seconded, Trustee Vessels abstained, and the motion passed with a roll call vote.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Abstain
Ms. Erickson	Y	Mr. Wilcox	Y

The **June 26, 2023 minutes**, as presented, were approved as **Resolution R30-23**.

Public Comment

Chairman Vandenberg asked for public comments. There were no public comments.

Recognition of Guests

Student of the Month

Dr. Wood introduced Zarah Strahler, the Student of the Month. Zarah earned certification in Massage Therapy, and will graduate in the Spring of 2024 with an Associate Degree in Health and Wellness.

New team member

Dr. Wood introduced Dan Leffingwell, the new Dean of Engineering and Business. Dan previously worked as Superintendent of Noble Local Schools, and the Executive Director of Special Projects and Student Services for the East Central Ohio Educational Service Center.

Financial Report via Consent Agenda

Ms. Angie Lang presented the following:

Then and Now: Tuition for the OACC Leadership Academy Center for Student Success was invoiced July 24, 2023 and requisitioned July 25, 2023. A subscription for Zoom Video Communications, Inc. was invoiced July 31, 2023 and requisitioned August 8, 2023. An annual fee for loan default services was invoiced by Student Connections June 30, 2023 and requisitioned July 11, 2023.

Financial Report: Ms. Lang gave an overview of the financial statements including the Variance, Statement of Revenue and Expenses, Balance Sheet, and Restricted Funds Reports.

HEERF Update: There is \$48,726.68 encumbered. Spending will be complete once equipment purchases for the Occupational Therapy and Physical Therapy programs are finalized. The Business Office staff are working with the auditors to complete the annual audit.

The Board would like financial reports while the audit is taking place. Chairman Vandenberg asked for questions, and a motion to approve the Financial Report. Trustee Vessels moved to approve the financial report. Trustee Wilcox seconded. The motion passed with a roll call vote.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Y
Ms. Erickson	Y	Mr. Wilcox	Y

The **Financial Report**, as presented, was approved as **Resolution R31-23**.

Administrative Report

Mr. Barber presented reports on Human Resources and Facilities. There are eight open positions, with some created due to the new BSN, OTA, and PTA programs, the Student Nursing Investment Grant with Memorial Health Systems, and the elevation of a nursing faculty member into an administrative role. Updates also included promotions, adjuncts moving into full-time faculty positions, and the hiring of eight new adjuncts. Scott Trussel was named the new POBA commander, and is a retired Major from the Meigs County Sheriff’s Office.

A facilities update was given related to the bridge project. Alternative bids will be considered, including the restoration of the base, a steel roof, heating, and messaging boards. The project is going out for bid September 11, and bids will be opened October 3. The construction of the OTA and PTA labs is ongoing. There was a moisture issue in the Arts & Sciences building related to the air handlers not keeping up with outdoor heat and humidity, and Morrison’s managed the issue. Chairman Vandenberg asked for a motion to approve the Human Resources Report. Trustee Vessels moved, Trustee Johnson seconded. The motion passed with a roll call vote.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Y
Ms. Erickson	Y	Mr. Wilcox	Y

The **Human Resources Report**, as presented, was approved as **Resolution R32-23**

Academic Report

David Hermann presented preliminary reports on Fall enrollment. Mr. Hermann praised Reba Bartrug, the Director of Enrollment Services and Financial Aid, and her team, as well as Kathy Temple-Miller, Dean of Student Success, and her team for their hard work on recruitment and retention efforts. Headcount year-to-date is up 325 students over the year-to-date total in 2022. The Fall Enrollment Action Plan includes increasing Fall to Fall retention, offering 85 sections in the second 8 weeks, increasing student engagement in organizations and events, and maximizing federal and state financial resources. Current state and federal grants support students in all academic areas. The new USDA nursing grant through Memorial Health Systems will pay tuition and costs for ADN students, as well as pay them \$6,000 a semester for four semesters. In return, the students are contracted to work for Memorial Hospital for three years, and will receive a \$18,000 bonus.

Chairman Vandenberg asked for a motion to approve the Academic Report. Trustee Altier moved, Trustee Erickson seconded. The motion passed with a roll call vote.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Y
Ms. Erickson	Y	Mr. Wilcox	Y

The **Academic Report**, as presented, was approved as **Resolution R33-23**

Foundation Report

Megan Hardway reported on the business of the Foundation. The Board of Directors has two new members: Zach Eddy is an alumnus and an attorney, and Dean Moore is also an alumnus and the VP of Operations of The Citizens National Bank in McConnelville. Fundraising data for fiscal year 2022-23 was reported. The Foundation’s fundraising goal of \$300,000 was exceeded by \$39,000. The total number of donors was 276, an

increase over last year. Alumni donors are now being tracked, and alumni engagement is a focus for this fiscal year. There were 14 major gifts over \$5,000. The fundraising goals for fiscal year 2024 are to raise a total of \$400,000, with 20 major gifts, and 50 alumni donors. A 100% participation goal for the Board of Directors and Board of Trustees, and a 70% participation of faculty and staff members were set. A staff Jeans Week fundraiser was held during the Fall inservice week, and 40 staff members participated. Employee mixers will also be held at area locations, with restaurants giving 10% back to the Foundation. There is also a new student transportation fuel card fund, made possible by a donation from the Marietta Community Foundation. The 2024 campaign is titled “I Believe in WSCC” with a new logo designed by Merve Ocak, a graphic artist in our Marketing department. The Giving Grid has also surpassed \$5,000, and will raise \$20,000 if all spaces are filled. Lastly, Distinguished Alumni nominations will be open from September 1 to October 31.

College Name Change Report

Tim Brunicardi gave an update on the project. In the past, the staff, students, and community were surveyed to give their feedback. In addition, former Trustee John Lehman offered to have his marketing company, Juxta, create suggestions. Juxta provided a list of name options, narrowed down to three, but ultimately recommended that the name not be changed yet since there is equity in the current name. Mr. Brunicardi shared variations of names with Washington and Southeast Ohio that are available. A discussion was held to gauge administration and trustee feedback. A new name would have to be approved by the Board and the State. Mr. Vandenberg and Dr. Wood will meet to determine a path forward.

President’s Report

Dr. Wood recognized the work of Dr. Sarah Parker on the college inservice week. The inservice included information on Chat GPT. A presentation will be given to the trustees at a future meeting. Jean Worstell and Gary Barber were also recognized for hiring a number of new staff and faculty members. Dustin Taylor, Reba Bartrug, and Kathy Temple-Miller were also recognized for their efforts on recruiting new students and retaining existing students. The four-day work week in the summer was a success, and a recommendation was made to continue that schedule next summer. WSCC ranked 5th out of 23 community colleges in increasing student completion. Dr. Wood is creating a 12-month WSCC Leadership Academy with 12 staff members participating this year. Dr. Wood also congratulated Megan Hardway and Dr. Sarah Parker on their upcoming weddings. The Foundation is researching raising funds by naming WSCC buildings and classrooms. The Foundation’s current policy was written in 2006 and is in the process of being updated. Currently there are only two areas of the college named: Carson Miller Library and the Graham Auditorium. A recommendation was made to pursue naming and include time limits to revisit the names.

Executive Session

Trustee Erickson made a motion to go into Executive Session to consider the appointment, employment, or compensation of a public employee or official. Dr. Wood was asked to join. Trustee Wilcox seconded, and the motion passed with a roll call vote. The Trustees along with Dr. Wood entered the Executive Session at 5:28 p.m.

Mr. Vandenberg	Y	Ms. Johnson	Y
Ms. Altier	Y	Ms. Vessels	Y
Ms. Erickson	Y	Mr. Wilcox	Y

The Trustees moving to **Enter Executive Session** was approved as **Resolution R34-23**.

